Home Access Center

User Manual

Linking Information between School and Home

Hood River County School District

Hood River, Oregon

Table of Contents

Introduction 1

What is the Home Access Center? 1

Will Other People Be Able to See My Child's Information? 1

What is My Username and Password? 1

What are the Minimum Software & Hardware Requirements for the Home Access Center? 2

How Do I Print the Information that is displayed in the Home Access Center? 2

Accessing the Home Access Center 3

Logging Into the System 3

Home Access Center Views 3

Daily Summary 4

Schedule 5

Attendance 6

Classwork 8

Interim Progress Reports 9

Report Cards 11

Transcripts 12

Registration 13

Email Alerts 14

Logging Out of the System 15

Frequently Asked Questions 16

Introduction

What is the Home Access Center?

Welcome to the Home Access Center or HAC, for short. We hope you will find this training manual useful both during your education and afterwards as a reference to specific functions.

HAC is tightly integrated with the Teacher Access Center and the Electronic Gradebook system used by teachers. It is designed to be easy to use and equally as easy in sharing information between teachers, school officials and parents.

Home Access Center's website is provided for the express use of the parents of Hood River County School District students to assist in the communication of important educational information.

You are able to view your child's Schedule, Class Work, Teacher/Staff Comments, Attendance History, Interim Progress Reports (Danger of Failure Notices), Report Cards, Transcript, Registration and Email Alerts.

You are also able to email your child's teachers, in addition to viewing and printing your student's data. However, you will not be able to update or edit the information within the HAC. If you find incorrect or incomplete data, please contact the school to have the information entered or updated.

NOTE: On some occasions, the information you are viewing will pop up in small windows, if you have pop-up blocking software installed or use Google or Yahoo! Toolbar, please disable or allow pop-ups to be viewed for this site.

Please be advised that Home Access Center will automatically log you off after approximately 20 minutes.

Will Other People Be Able to See My Student's Information?

Your child's information is secure and only those individuals who have a username and password can access your student's information in HAC. Your username and password allow you access to your child's data. We urge you to keep your username and password in a secure, safe place. There is a privacy issue attached which outlines responsibility for the user.

What is My Username and Password?

The user name/password for the student is:

User Name: This is the student's computer login.
Typical format is first.last
Password: six digit student ID plus birth date MMDDYYYY (12345609051990)

Example: Student Name is John Smith, school id=1296 and date of birth is 5/6/1996
User Name: John.Smith
Password: 00129605061996

What are the Minimum Software & Hardware Requirements for the Home Access Center?

The minimum requirements for a home PC to connect to the HAC are:
Pentium II 400 Processor or higher
Windows 2000, XP or ME
Internet Explorer 6.0 Web Browser
128 MB RAM or higher
Internet Access – preferably DSL or Cable, dial up access will work although the speed will be greatly reduced
Printer – if you wish to print the information on the screen

How Do I Print the Information Displayed in the Home Access Center?

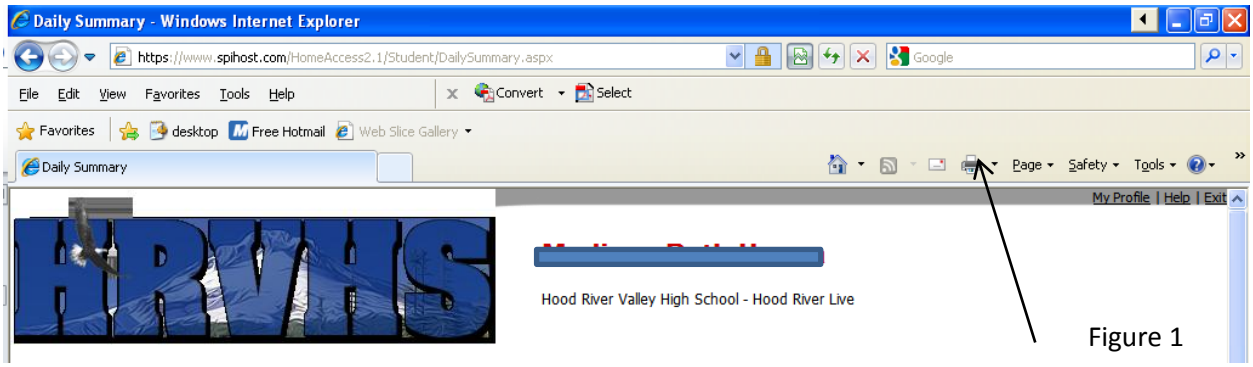


Figure 1

By clicking the printer icon at the top of the Internet Explorer browser window, as shown above, you are able to print the information on the screen.

You also have the option of clicking File and then Print, as shown below left. If you wish to print more than one copy, change the Number of copies and click the Print button, as shown below right.

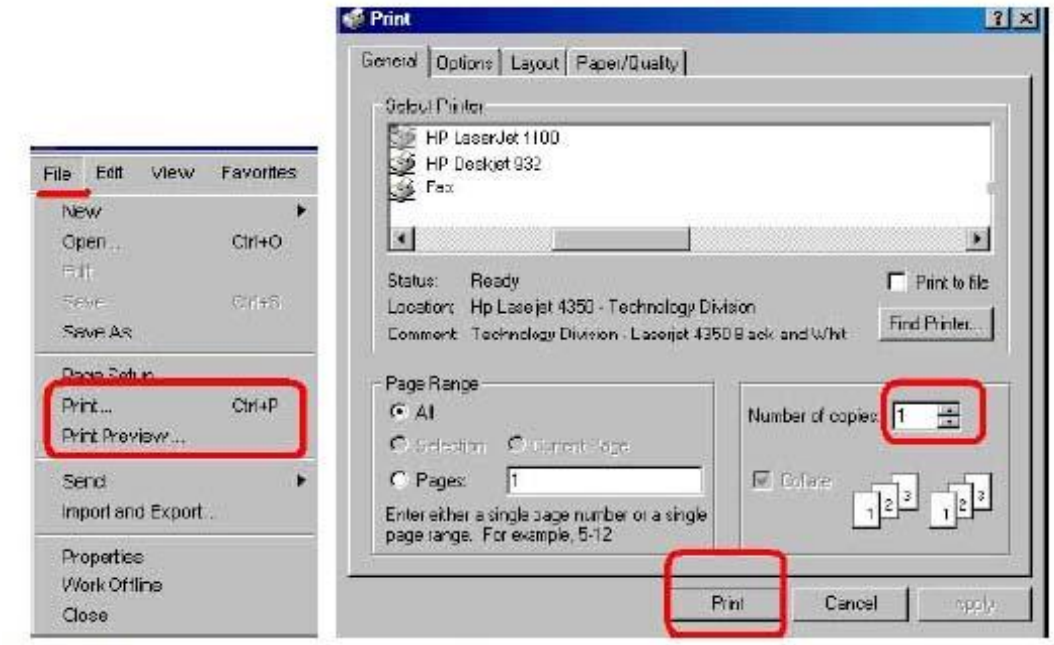


Figure 2

Accessing the Home Access Center

The Hood River County School District staff has completed the school set-up for usage of the HAC. You will be able to immediately access the HAC to view your child's information once you receive your username and password.

Logging into the System

Hrvhr.com **and click on the Home Access Center link**

SUNGARD
PUBLIC SECTOR
Home Access Center Login
Username: *
Password: *
Log In
Welcome to the Home Access Center. To begin, please enter your username and password.
This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.
If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.
Please contact your school district if you experience any problems while accessing your student's information.

Figure 3

Enter the Username and Password into the appropriate fields and click the Log In button, as shown in Figure 3 above.

Home Access Center Views

The first screen after you log into the system will be the Daily Summary page, shown in Figure 4. The Daily Summary page is the equivalent of a home page for the HAC; it shows you a representation of the different types of information that you may view in the Home Access Center.

If the student has not been reported absent or tardy, then under the Attendance column on the Daily Summary page it will state, "No attendance information has been entered for this student." Please be advised that Teachers only mark students absent or tardy; they do not mark them present. Therefore, no information entered means that your child was in class and not marked as absent.

In addition, if teachers have not published Class work for the HAC, then the Class work column of the Daily Summary page will state "There is no Class work due." <u>This does not mean that the student does not have homework – only that the teacher(s) have not published it for the HAC view.</u> You also have the option to view details about a published assignment by clicking on the assignment link in the Daily Summary. However, if a teacher has not entered any details the link will go nowhere.

Your child's schedule will be listed. Since Hood River Valley High School is on a rotating A/B schedule, this will allow you to know what day it is. For example, "It is an A Day" meaning only zero period and periods 1-4 will show. On the Daily Summary page the class times are given in the Schedule column beside the Course Name. The classes are listed by Period in numeric order but the times beside the Period number reflect when the class meets for that day.

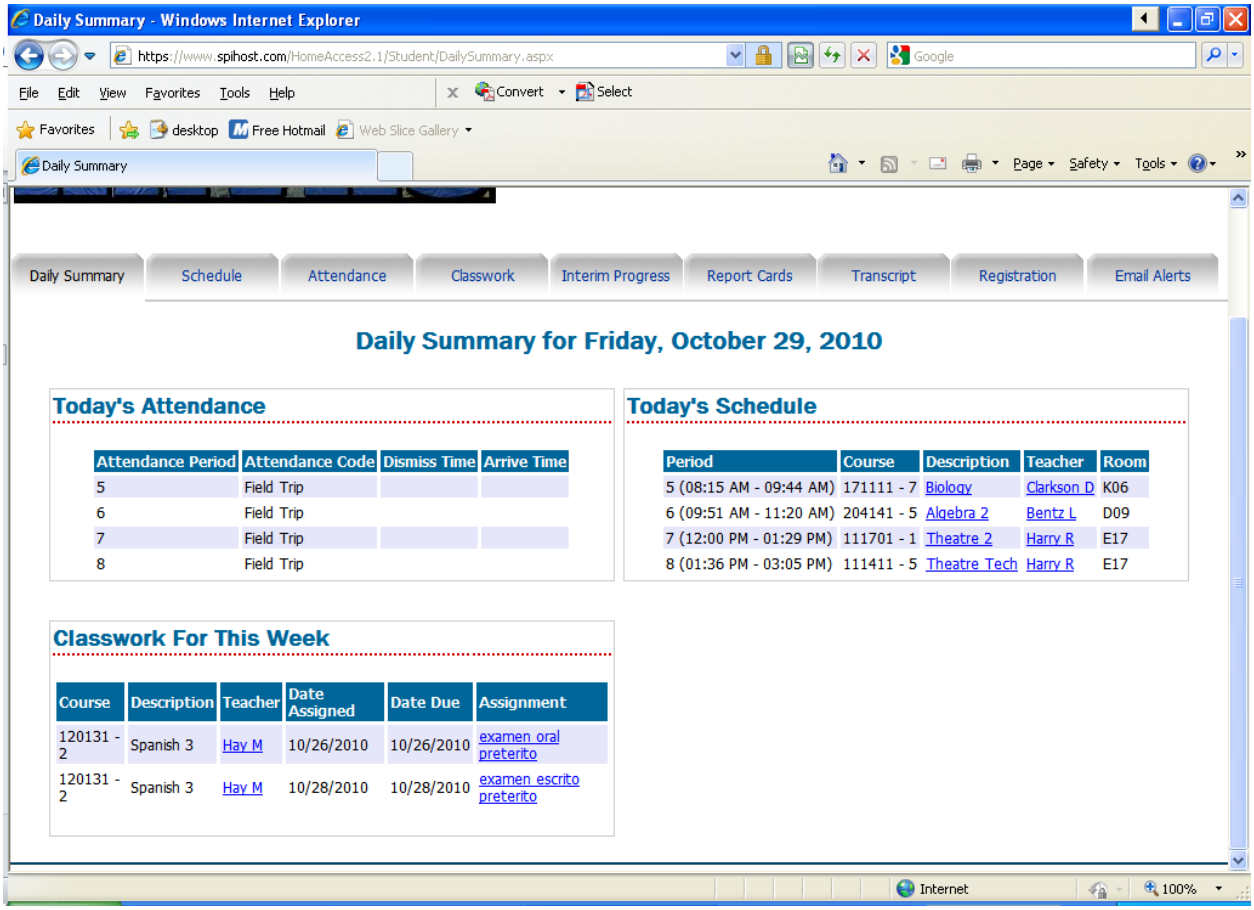

Daily Summary - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/DailySummary.aspx
File Edit View Favorites Tools Help
Favorites
Daily Summary
Daily Summary Schedule Attendance Classwork Interim Progress Report Cards Transcript Registration Email Alerts
Daily Summary for Friday, October 29, 2010
Today's Attendance
Attendance Period | Attendance Code | Dismiss Time | Arrive Time
5 | Field Trip
6 | Field Trip
7 | Field Trip
8 | Field Trip
Today's Schedule
Period | Course | Description | Teacher | Room
5 (08:15 AM - 09:44 AM) | 171111 - 7 | Biology | Clarkson D | K06
6 (09:51 AM - 11:20 AM) | 204141 - 5 | Algebra 2 | Bentz L | D09
7 (12:00 PM - 01:29 PM) | 111701 - 1 | Theatre 2 | Harry R | E17
8 (01:36 PM - 03:05 PM) | 111411 - 5 | Theatre Tech | Harry R | E17
Classwork For This Week
Course | Description | Teacher | Date Assigned | Date Due | Assignment
120131 - 2 | Spanish 3 | Hay M | 10/26/2010 | 10/26/2010 | examen oral preterito
120131 - 2 | Spanish 3 | Hay M | 10/28/2010 | 10/28/2010 | examen escrito preterito
Internet
100%

Figure 4

The Daily Summary page takes a snapshot of the vital information included in the HAC and makes it readily available on one page.

When you click on the link in the Assignment column under “Classwork for This Week”, the details of the assignments are displayed. Please be advised if the teacher did not enter any details then the link will not be active.

Currently, Hood River Valley High School has several teachers (but not all) who are using the electronic Gradebook. Hood River Valley High School recognizes that there are multiple ways to facilitate communication between our teachers, students, and parents. There are both online and traditional (offline) methods of staying informed about classroom performance. The online Home Access Center is one method that parents, teachers, and students may use to keep up to date. Other methods include voicemail, email, personal meetings, weekly progress reports, and report cards.

Not all teachers will opt to use the Home Access Center, but all are available through traditional means. Please contact the individual teacher if you have further questions.

Schedule

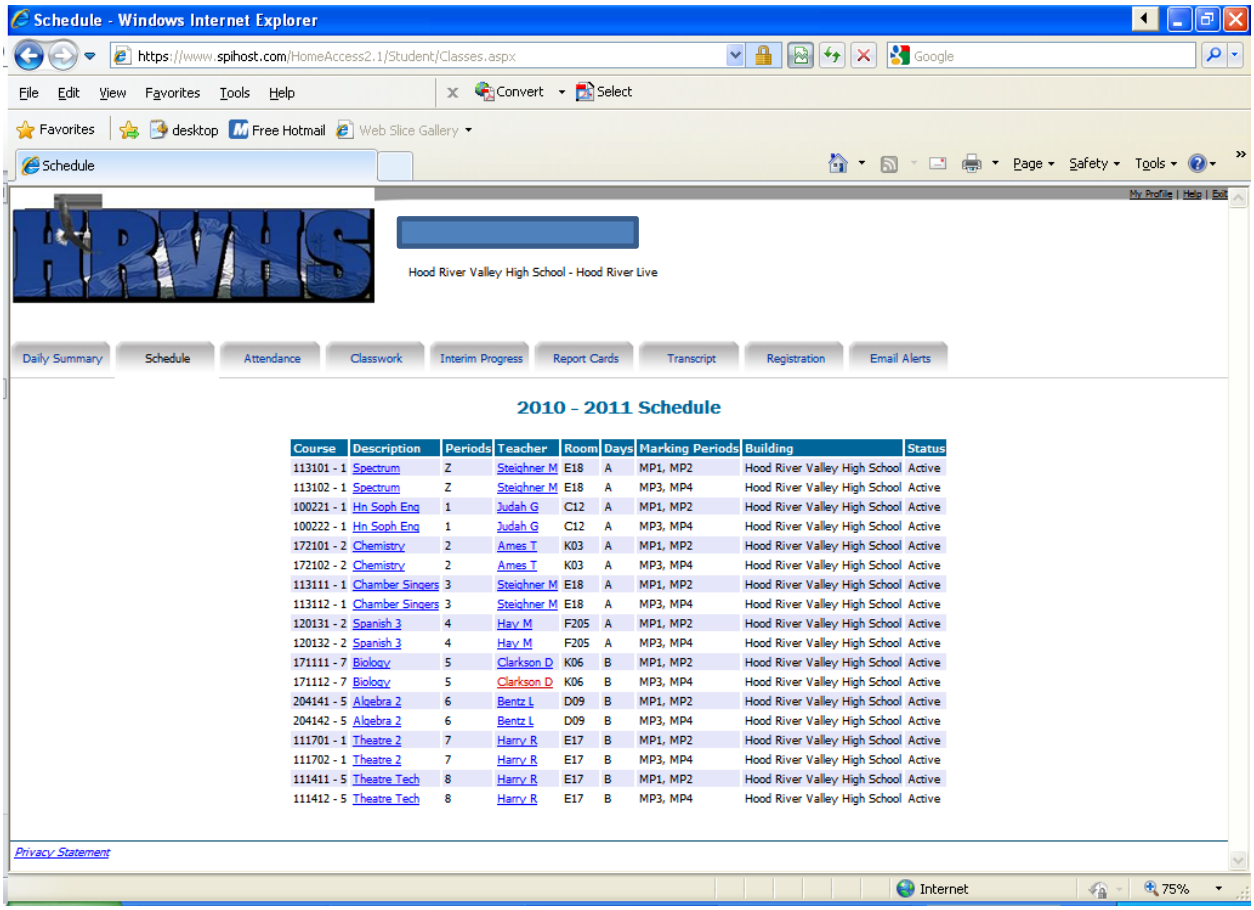

Schedule - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/Classes.aspx
Hood River Valley High School - Hood River Live
Daily Summary
Schedule
Attendance
Classwork
Interim Progress
Report Cards
Transcript
Registration
Email Alerts
2010 - 2011 Schedule
Course | Description | Periods | Teacher | Room | Days | Marking Periods | Building | Status
113101 - 1 | Spectrum | Z | Steighner M | E18 | A | MP1, MP2 | Hood River Valley High School | Active
113102 - 1 | Spectrum | Z | Steighner M | E18 | A | MP3, MP4 | Hood River Valley High School | Active
100221 - 1 | Hn Soph Eng | 1 | Judah G | C12 | A | MP1, MP2 | Hood River Valley High School | Active
100222 - 1 | Hn Soph Eng | 1 | Judah G | C12 | A | MP3, MP4 | Hood River Valley High School | Active
172101 - 2 | Chemistry | 2 | Ames T | K03 | A | MP1, MP2 | Hood River Valley High School | Active
172102 - 2 | Chemistry | 2 | Ames T | K03 | A | MP3, MP4 | Hood River Valley High School | Active
113111 - 1 | Chamber Singers | 3 | Steighner M | E18 | A | MP1, MP2 | Hood River Valley High School | Active
113112 - 1 | Chamber Singers | 3 | Steighner M | E18 | A | MP3, MP4 | Hood River Valley High School | Active
120131 - 2 | Spanish 3 | 4 | Hay M | F205 | A | MP1, MP2 | Hood River Valley High School | Active
120132 - 2 | Spanish 3 | 4 | Hay M | F205 | A | MP3, MP4 | Hood River Valley High School | Active
171111 - 7 | Biology | 5 | Clarkson D | K06 | B | MP1, MP2 | Hood River Valley High School | Active
171112 - 7 | Biology | 5 | Clarkson D | K06 | B | MP3, MP4 | Hood River Valley High School | Active
204141 - 5 | Algebra 2 | 6 | Bentz L | D09 | B | MP1, MP2 | Hood River Valley High School | Active
204142 - 5 | Algebra 2 | 6 | Bentz L | D09 | B | MP3, MP4 | Hood River Valley High School | Active
111701 - 1 | Theatre 2 | 7 | Harry R | E17 | B | MP1, MP2 | Hood River Valley High School | Active
111702 - 1 | Theatre 2 | 7 | Harry R | E17 | B | MP3, MP4 | Hood River Valley High School | Active
111411 - 5 | Theatre Tech | 8 | Harry R | E17 | B | MP1, MP2 | Hood River Valley High School | Active
111412 - 5 | Theatre Tech | 8 | Harry R | E17 | B | MP3, MP4 | Hood River Valley High School | Active
Privacy Statement

Figure 5

Click on the **Schedule** tab as shown in Figure 5. This page displays your child's class schedule for the year. This page shows you the Course number, Course Description, Period the class is held, and Teacher, Room Number, Days the class meets and Marking Periods the class is offered, along with the Building Name and class Status.

The Status column indicates whether your child has dropped the course or whether he/she is currently enrolled.

Attendance

Click on the Attendance tab. This page allows you to view your child's attendance for the year. If your child has been absent, tardy or released from school through an early dismissal or field trip, then there will be a colored box for the date. If your child has been present in all classes, then there will not be a colored box.

Click on << or >> to maneuver through the calendar months. The legend above the calendar indicates the description of your child's absence.

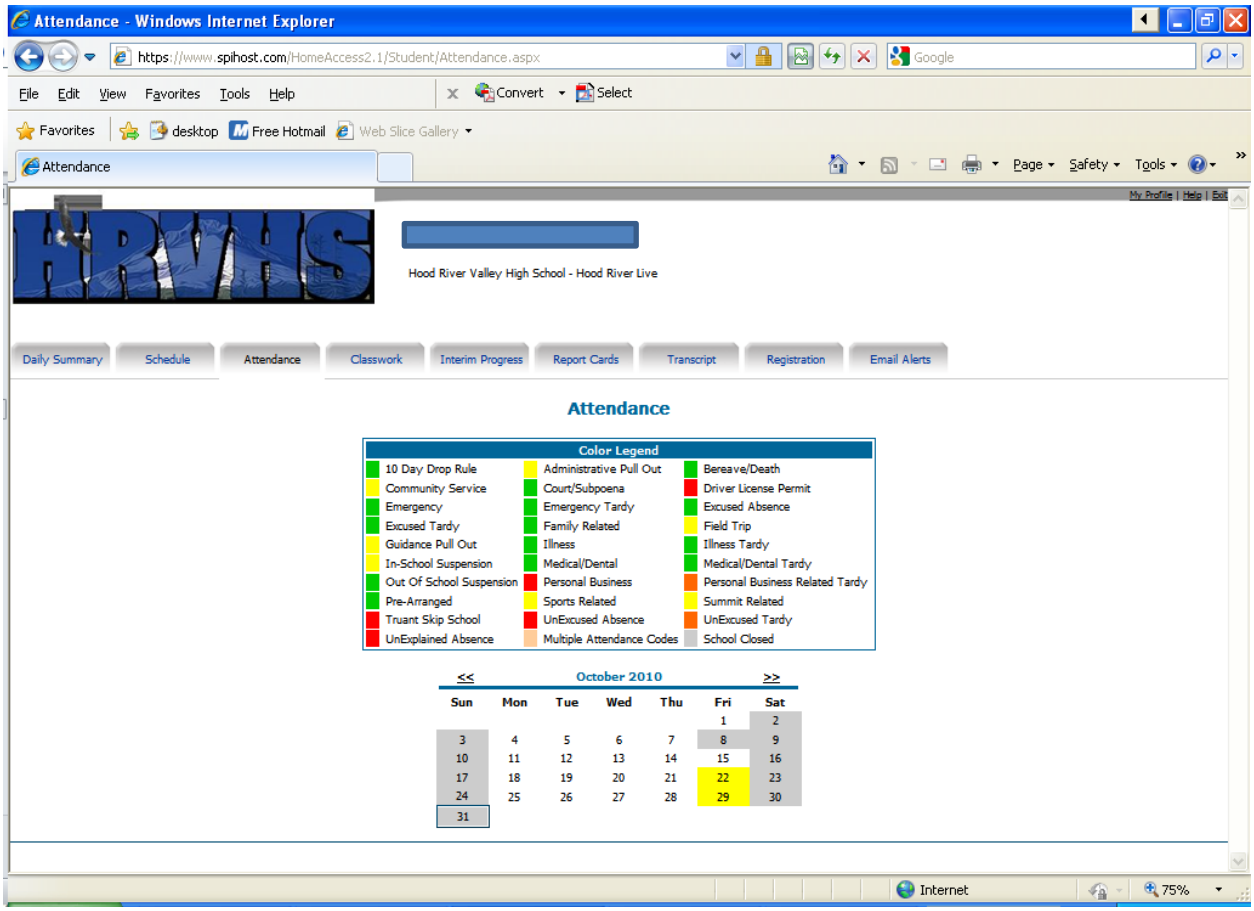


Figure 6

By hovering over a colored date you are able to view the absence description, as shown below in Figure 7. The information displayed indicates what periods your child was absent. Using the legend above the calendar, you can determine the reason for the absence. If your child was absent for only one or two periods the box will indicate what period was missed and the explanation.

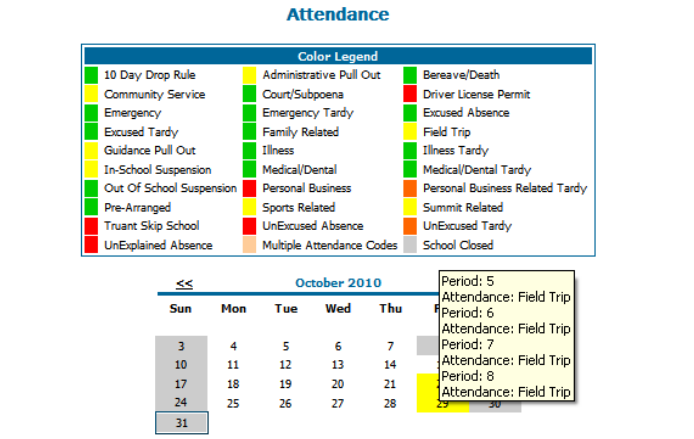
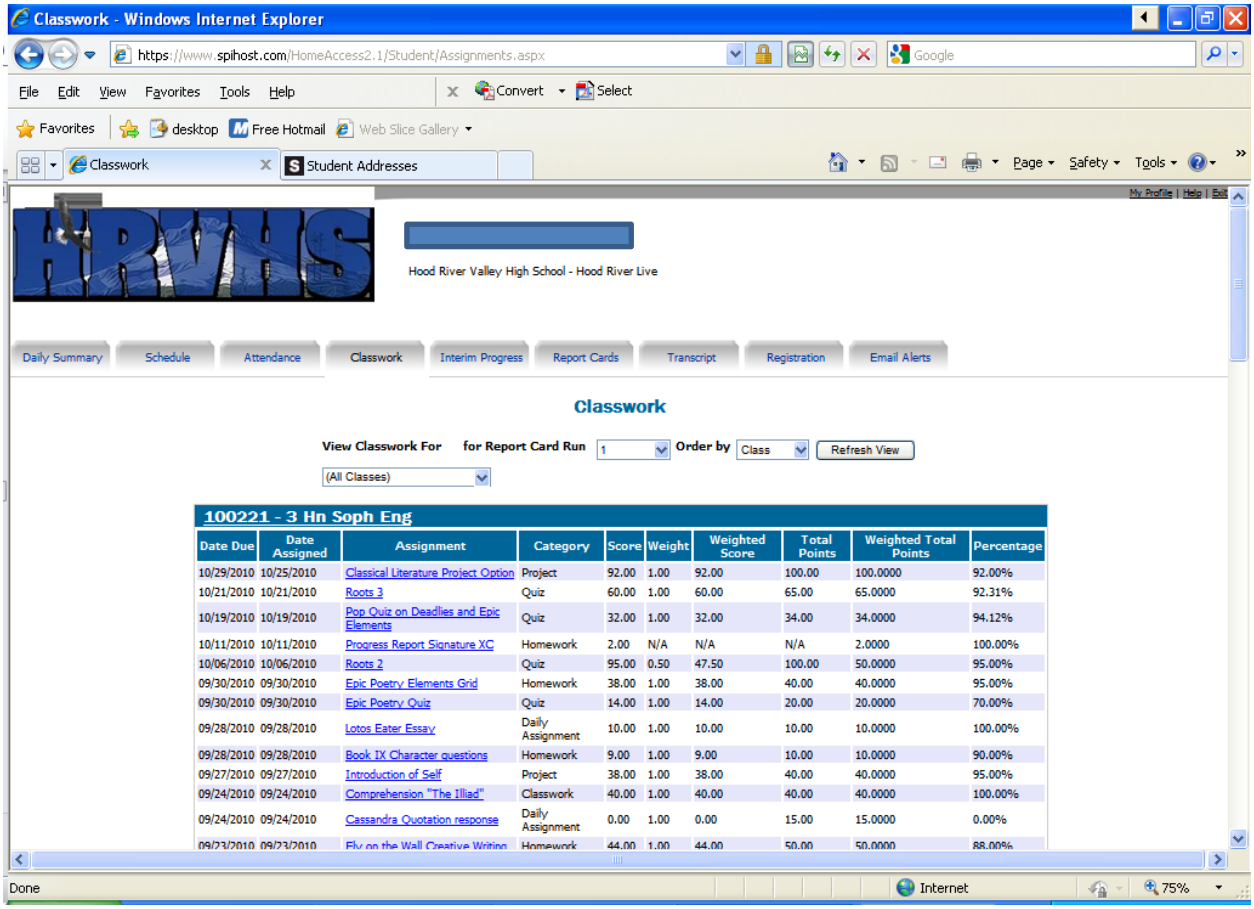

Attendance
Color Legend
10 Day Drop Rule
Administrative Pull Out
Bereave/Death
Community Service
Court/Subpoena
Driver License Permit
Emergency
Emergency Tardy
Excused Absence
Excused Tardy
Family Related
Field Trip
Guidance Pull Out
Illness
Illness Tardy
In-School Suspension
Medical/Dental
Medical/Dental Tardy
Out Of School Suspension
Personal Business
Personal Business Related Tardy
Pre-Arranged
Sports Related
Summit Related
Truant Skip School
UnExcused Absence
UnExcused Tardy
UnExplained Absence
Multiple Attendance Codes
School Closed
<<
October 2010
Sun
Mon
Tue
Wed
Thu
3
4
5
6
7
10
11
12
13
14
17
18
19
20
21
24
25
26
27
28
31
Period: 5
Attendance: Field Trip
Period: 6
Attendance: Field Trip
Period: 7
Attendance: Field Trip
Period: 8
Attendance: Field Trip

Figure 7

Classwork

Under the Classwork tab, the course assignments are listed chronologically in the Date Assigned column (Figure 8). The date an assignment was given and the date due are shown on the Classwork page, along with the Category and Description of the assignment. The number of points the child received and the total number of points are shown in the Points and Scores columns, respectively.



Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Total Points	Weighted Total Points	Percentage
10/29/2010	10/25/2010	Classical Literature Project Option	Project	92.00	1.00	92.00	100.00	100.0000	92.00%
10/21/2010	10/21/2010	Roots 3	Quiz	60.00	1.00	60.00	65.00	65.0000	92.31%
10/19/2010	10/19/2010	Pop Quiz on Deadlies and Epic Elements	Quiz	32.00	1.00	32.00	34.00	34.0000	94.12%
10/11/2010	10/11/2010	Progress Report Signature XC	Homework	2.00	N/A	N/A	N/A	2.0000	100.00%
10/06/2010	10/06/2010	Roots 2	Quiz	95.00	0.50	47.50	100.00	50.0000	95.00%
09/30/2010	09/30/2010	Epic Poetry Elements Grid	Homework	38.00	1.00	38.00	40.00	40.0000	95.00%
09/30/2010	09/30/2010	Epic Poetry Quiz	Quiz	14.00	1.00	14.00	20.00	20.0000	70.00%
09/28/2010	09/28/2010	Lotos Eater Essay	Daily Assignment	10.00	1.00	10.00	10.00	10.0000	100.00%
09/28/2010	09/28/2010	Book IX Character questions	Homework	9.00	1.00	9.00	10.00	10.0000	90.00%
09/27/2010	09/27/2010	Introduction of Self	Project	38.00	1.00	38.00	40.00	40.0000	95.00%
09/24/2010	09/24/2010	Comprehension "The Illiad"	Classwork	40.00	1.00	40.00	40.00	40.0000	100.00%
09/24/2010	09/24/2010	Cassandra Quotation response	Daily Assignment	0.00	1.00	0.00	15.00	15.0000	0.00%
09/23/2010	09/23/2010	Fly on the Wall Creative Writing	Homework	44.00	1.00	44.00	50.00	50.0000	88.00%

Figure 8

By using the drop-down boxes at the top of the Classwork page you can change how the information is displayed. The default screen shows All Classes for RC Run 1 (Report Card Run 1) Orders by Class. Figure 16 on the next page shows the drop-down boxes and the categories that you can select to change the criteria displayed.

For example of a different view, click in the “View Classwork For” (1) drop-down box choose “All Classes” and “All Runs” from the Report Card Run (2) drop-down and the select Class from the “Order by” (3) drop-down box. Click the “Refresh View” (4) button to refresh the page.

Please make sure you click the Refresh View button to reflect your changes.

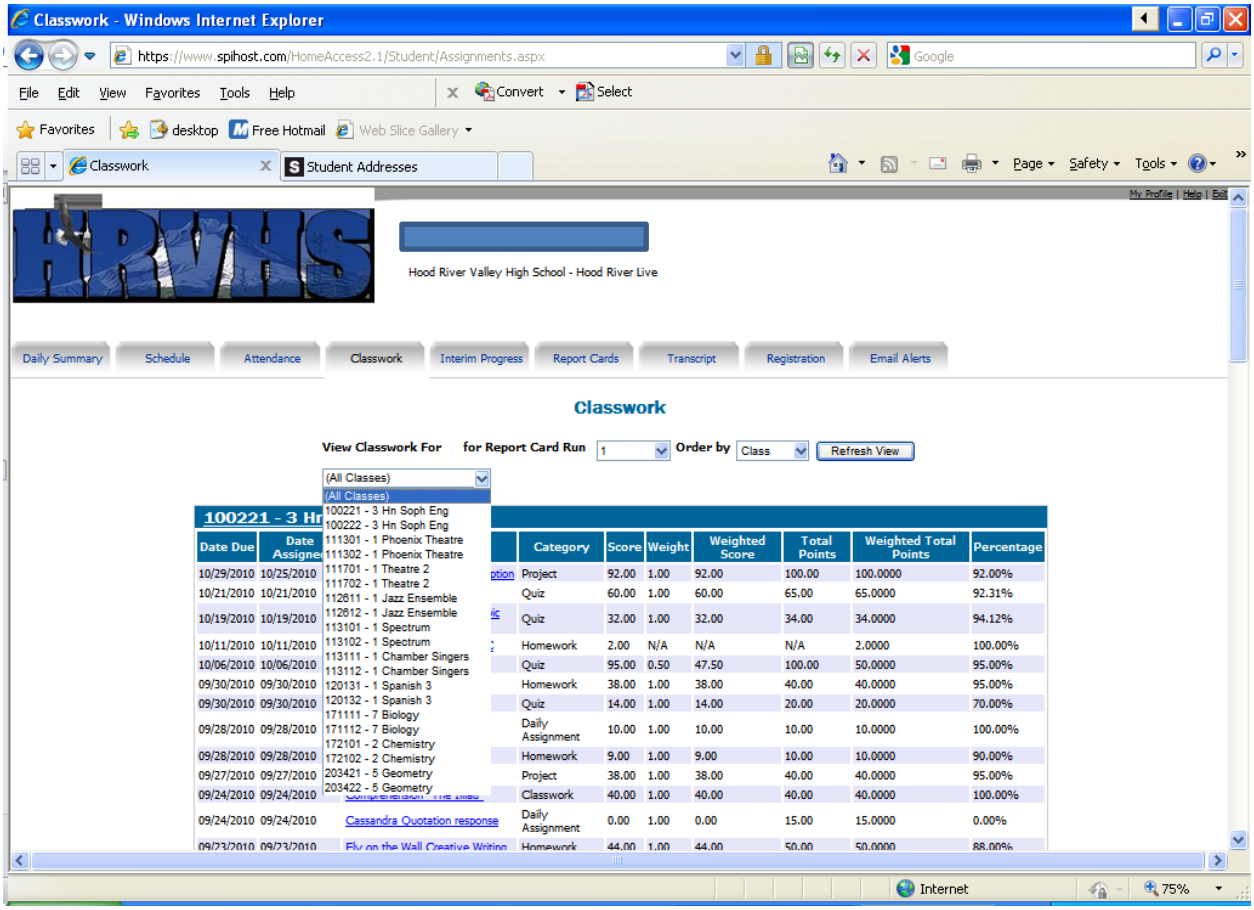

Classwork - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/Assignments.aspx
Hood River Valley High School - Hood River Live
Daily Summary
Schedule
Attendance
Classwork
Interim Progress
Report Cards
Transcript
Registration
Email Alerts
Classwork
View Classwork For
for Report Card Run
Order by
Class
Refresh View
(All Classes)
100221 - 3 Hn Soph Eng
100222 - 3 Hn Soph Eng
111301 - 1 Phoenix Theatre
111302 - 1 Phoenix Theatre
111701 - 1 Theatre 2
111702 - 1 Theatre 2
112611 - 1 Jazz Ensemble
112612 - 1 Jazz Ensemble
113101 - 1 Spectrum
113102 - 1 Spectrum
113111 - 1 Chamber Singers
113112 - 1 Chamber Singers
120131 - 1 Spanish 3
120132 - 1 Spanish 3
171111 - 7 Biology
171112 - 7 Biology
172101 - 2 Chemistry
172102 - 2 Chemistry
203421 - 5 Geometry
203422 - 5 Geometry
Date Due
Date Assigned
Category
Score
Weight
Weighted Score
Total Points
Weighted Total Points
Percentage
10/29/2010 10/25/2010 Project 92.00 1.00 92.00 100.00 100.0000 92.00%
10/21/2010 10/21/2010 Quiz 60.00 1.00 60.00 65.00 65.0000 92.31%
10/19/2010 10/19/2010 Quiz 32.00 1.00 32.00 34.00 34.0000 94.12%
10/11/2010 10/11/2010 Homework 2.00 N/A N/A N/A 2.0000 100.00%
10/06/2010 10/06/2010 Quiz 95.00 0.50 47.50 100.00 50.0000 95.00%
09/30/2010 09/30/2010 Homework 38.00 1.00 38.00 40.00 40.0000 95.00%
09/30/2010 09/30/2010 Quiz 14.00 1.00 14.00 20.00 20.0000 70.00%
09/28/2010 09/28/2010 Daily Assignment 10.00 1.00 10.00 10.00 10.0000 100.00%
09/28/2010 09/28/2010 Homework 9.00 1.00 9.00 10.00 10.0000 90.00%
09/27/2010 09/27/2010 Project 38.00 1.00 38.00 40.00 40.0000 95.00%
09/24/2010 09/24/2010 Classwork 40.00 1.00 40.00 40.00 40.0000 100.00%
09/24/2010 09/24/2010 Cassandra Quotation response Daily Assignment 0.00 1.00 0.00 15.00 15.0000 0.00%
Internet
75%

Figure 9

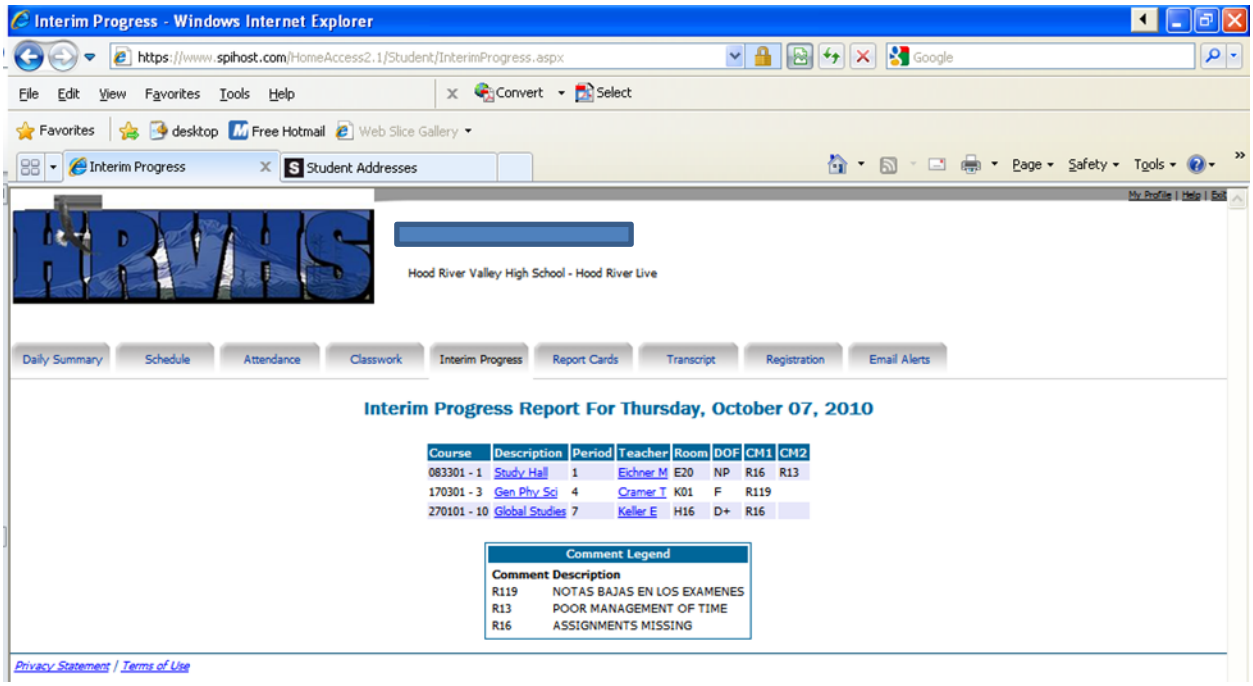
Interim Progress Reports – Danger of Failure Notice:

You are also able to view your child's Danger of Failure Reports online by clicking the Interim Progress tab (Figure 9).

Simply click the drop down arrow beside the "View Interim Progress Report for" and choose the Interim date you wish to display, as shown in Figure 24. Interim data will be kept in the Home Access Center for the entire school year allowing you to access it anytime you need.

By clicking on the Teacher's name you are able to send emails to that teacher using the email program installed on your computer, such as Outlook Express or Outlook. If you access your mail online, for example: AOL Web Access or Yahoo! – You will be unable to use this feature.

The Comment Legend explains the two digit codes under the CM (Comment) columns, as seen in Figure 10.


Interim Progress - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/InterimProgress.aspx
File Edit View Favorites Tools Help
Convert Select
Favorites desktop Free Hotmail Web Slice Gallery
Interim Progress
Student Addresses
Page Safety Tools
Hood River Valley High School - Hood River Live
Daily Summary Schedule Attendance Classwork Interim Progress Report Cards Transcript Registration Email Alerts
Interim Progress Report For Thursday, October 07, 2010
Course Description Period Teacher Room DOF CM1 CM2
083301 - 1 Study Hall 1 Eichner M E20 NP R16 R13
170301 - 3 Gen Phy Sci 4 Cramer T K01 F R119
270101 - 10 Global Studies 7 Keller E H16 D+ R16
Comment Legend
Comment Description
R119 NOTAS BAJAS EN LOS EXAMENES
R13 POOR MANAGEMENT OF TIME
R16 ASSIGNMENTS MISSING
Privacy Statement | Terms of Use
Figure 10

Report Cards

Report Card data may also be viewed online by selecting the Report Cards Tab. By clicking in the drop-down box, you may select different Report Card Runs to view, as shown in Figure 11. This allows you to access Report Card data from the one marking period and compare it with data from other marking periods on the same screen. Report card data is kept throughout the school year in the HAC.

By clicking on the Teacher's last name you are able to send an email to that teacher using the email program installed on your computer, as shown in Figure 18. If you access your email online, our email must be configured and set up on your computer with a program similar to Outlook Express or Microsoft Outlook.

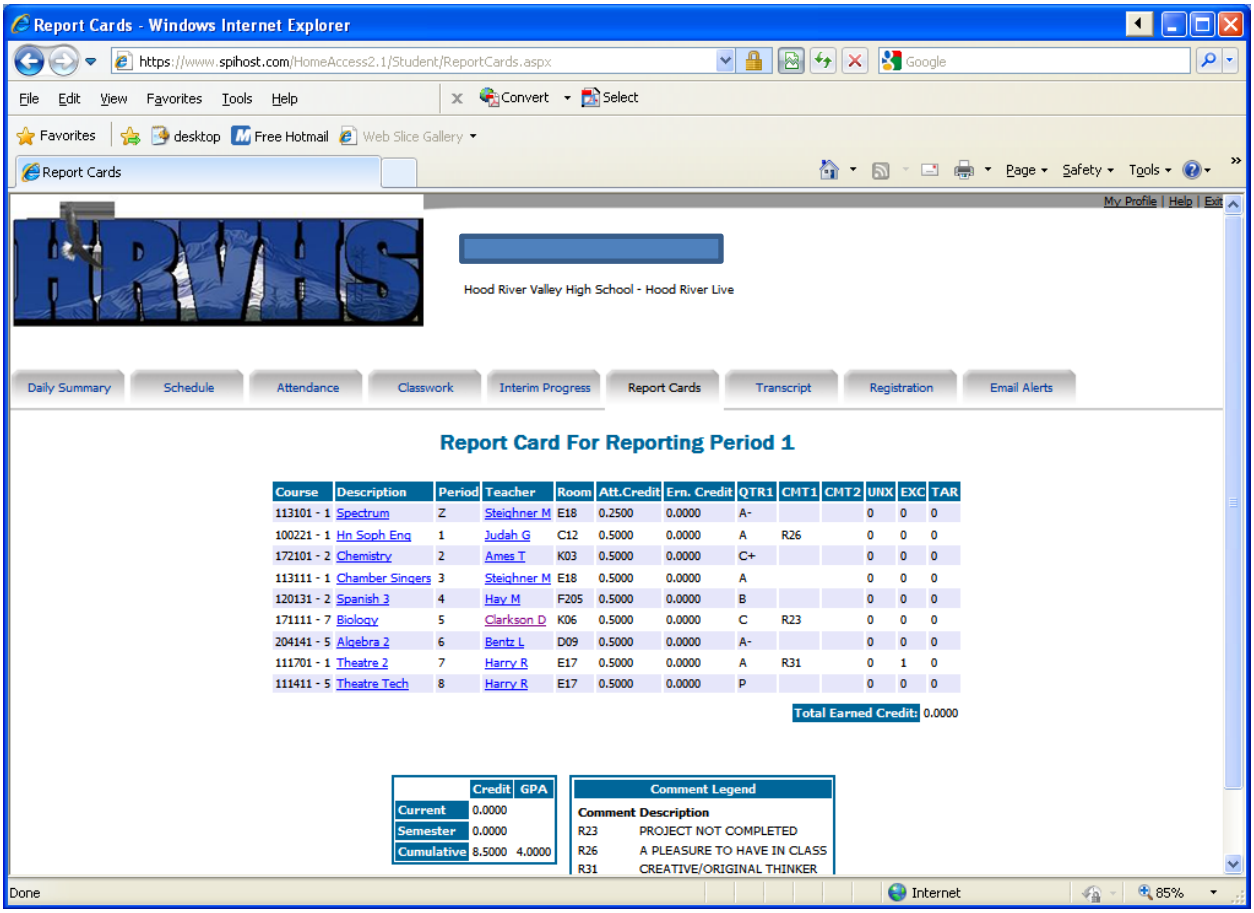

Report Cards - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/ReportCards.aspx
Hood River Valley High School - Hood River Live
Daily Summary
Schedule
Attendance
Classwork
Interim Progress
Report Cards
Transcript
Registration
Email Alerts
Report Card For Reporting Period 1
Course Description Period Teacher Room Att.Credit Ern. Credit QTR1 CMT1 CMT2 UNX EXC TAR
113101 - 1 Spectrum Z Steighner M E18 0.2500 0.0000 A-
100221 - 1 Hn Soph Eng 1 Judah G C12 0.5000 0.0000 A R26
172101 - 2 Chemistry 2 Ames T K03 0.5000 0.0000 C+
113111 - 1 Chamber Singers 3 Steighner M E18 0.5000 0.0000 A
120131 - 2 Spanish 3 4 Hay M F205 0.5000 0.0000 B
171111 - 7 Biology 5 Clarkson D K06 0.5000 0.0000 C R23
204141 - 5 Algebra 2 6 Bentz L D09 0.5000 0.0000 A-
111701 - 1 Theatre 2 7 Harry R E17 0.5000 0.0000 A R31
111411 - 5 Theatre Tech 8 Harry R E17 0.5000 0.0000 P
Total Earned Credits 0.0000
Credit GPA
Current 0.0000
Semester 0.0000
Cumulative 8.5000 4.0000
Comment Legend
Comment Description
R23 PROJECT NOT COMPLETED
R26 A PLEASURE TO HAVE IN CLASS
R31 CREATIVE/ORIGINAL THINKER
Done
Internet
85%

Figure 11

The credits listed in the Att. (Attempted) Credit column refer to the credit assigned to that course. When the credit has been earned, the number in the Att. Credit column will be reflected in the Ern. credit column.

If the class is completed and the credit has been earned, there will be a value in the Ern. (Earned Credit) column. At Hood River High School earned credit is only issued at Marking Periods 2 & 4.

Transcripts

High School Students can preview their transcripts that are on file (Figures 12).

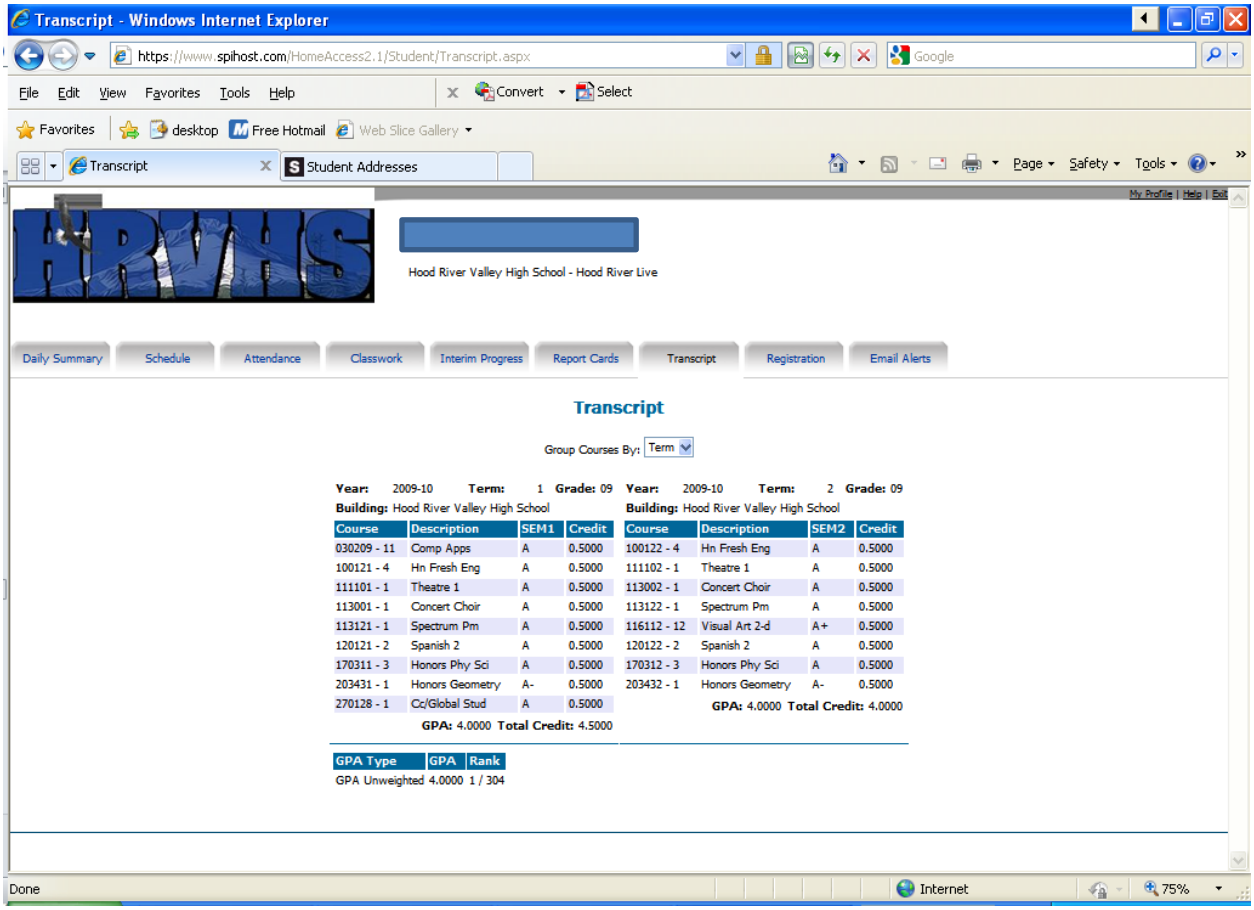

Transcript - Windows Internet Explorer
https://www.spihost.com/HomeAccess2.1/Student/Transcript.aspx
Hood River Valley High School - Hood River Live
Daily Summary
Schedule
Attendance
Classwork
Interim Progress
Report Cards
Transcript
Registration
Email Alerts
Transcript
Group Courses By: Term
Year: 2009-10 Term: 1 Grade: 09
Building: Hood River Valley High School
Course Description SEM1 Credit
030209 - 11 Comp Apps A 0.5000
100121 - 4 Hn Fresh Eng A 0.5000
111101 - 1 Theatre 1 A 0.5000
113001 - 1 Concert Choir A 0.5000
113121 - 1 Spectrum Pm A 0.5000
120121 - 2 Spanish 2 A 0.5000
170311 - 3 Honors Phy Sci A 0.5000
203431 - 1 Honors Geometry A- 0.5000
270128 - 1 Cc/Global Stud A 0.5000
GPA: 4.0000 Total Credit: 4.5000
Year: 2009-10 Term: 2 Grade: 09
Building: Hood River Valley High School
Course Description SEM2 Credit
100122 - 4 Hn Fresh Eng A 0.5000
111102 - 1 Theatre 1 A 0.5000
113002 - 1 Concert Choir A 0.5000
113122 - 1 Spectrum Pm A 0.5000
116112 - 12 Visual Art 2-d A+ 0.5000
120122 - 2 Spanish 2 A 0.5000
170312 - 3 Honors Phy Sci A 0.5000
203432 - 1 Honors Geometry A- 0.5000
GPA: 4.0000 Total Credit: 4.0000
GPA Type GPA Rank
GPA Unweighted 4.0000 1 / 304
Done
Internet
75%

Figure 12

Registration

A student's Demographic, Emergency, and Contact information are displayed under the Registration tab (Figure 13). If the information displayed is incorrect, please contact the school secretary to update or enter the correct data.

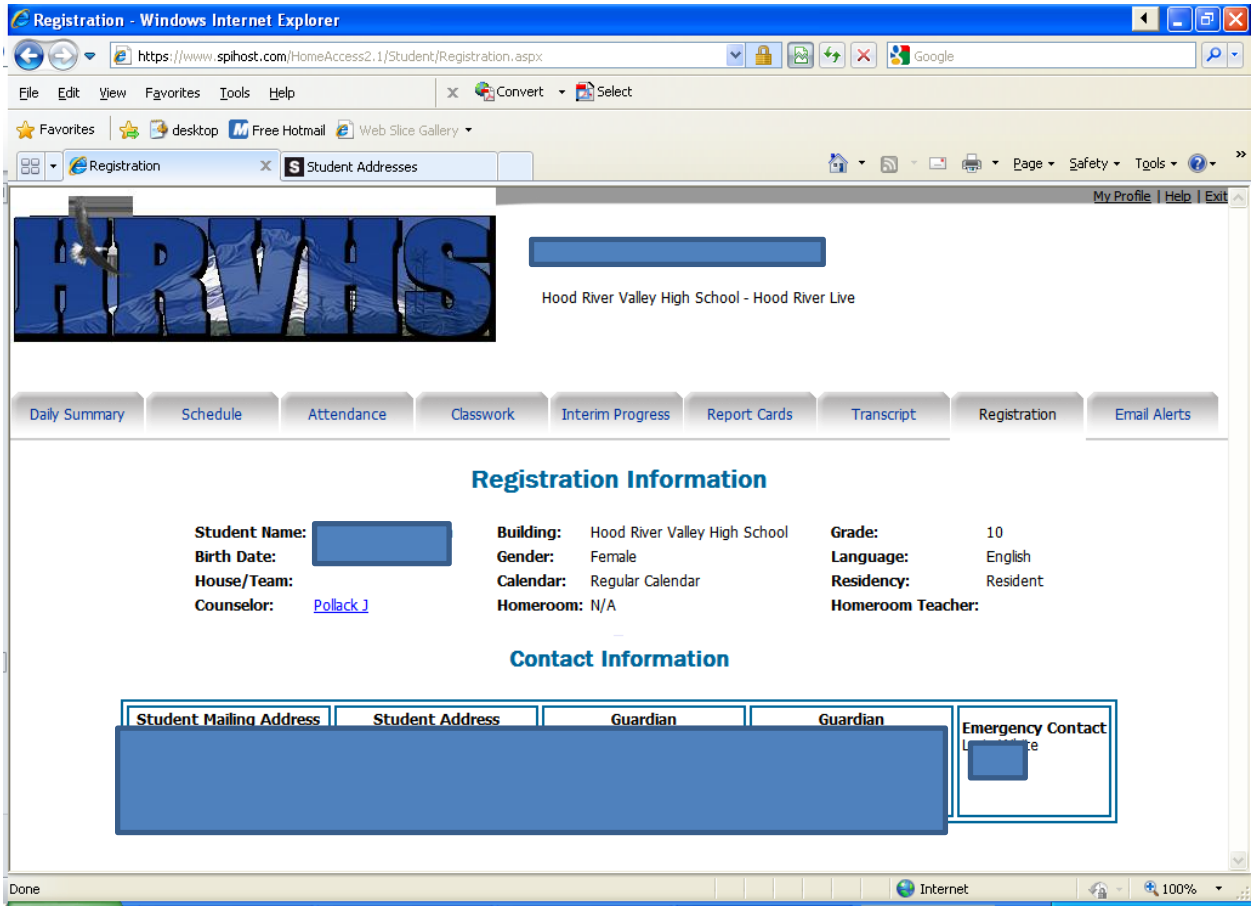


Figure 13

Email Alerts

The Email Alerts page (figure 14) displays a list of the alerts that you can subscribe to. Subscribe to an email alert to receive an email message when Hood River Valley High School sends an alert. The email will be sent to the email you have on file with the district.

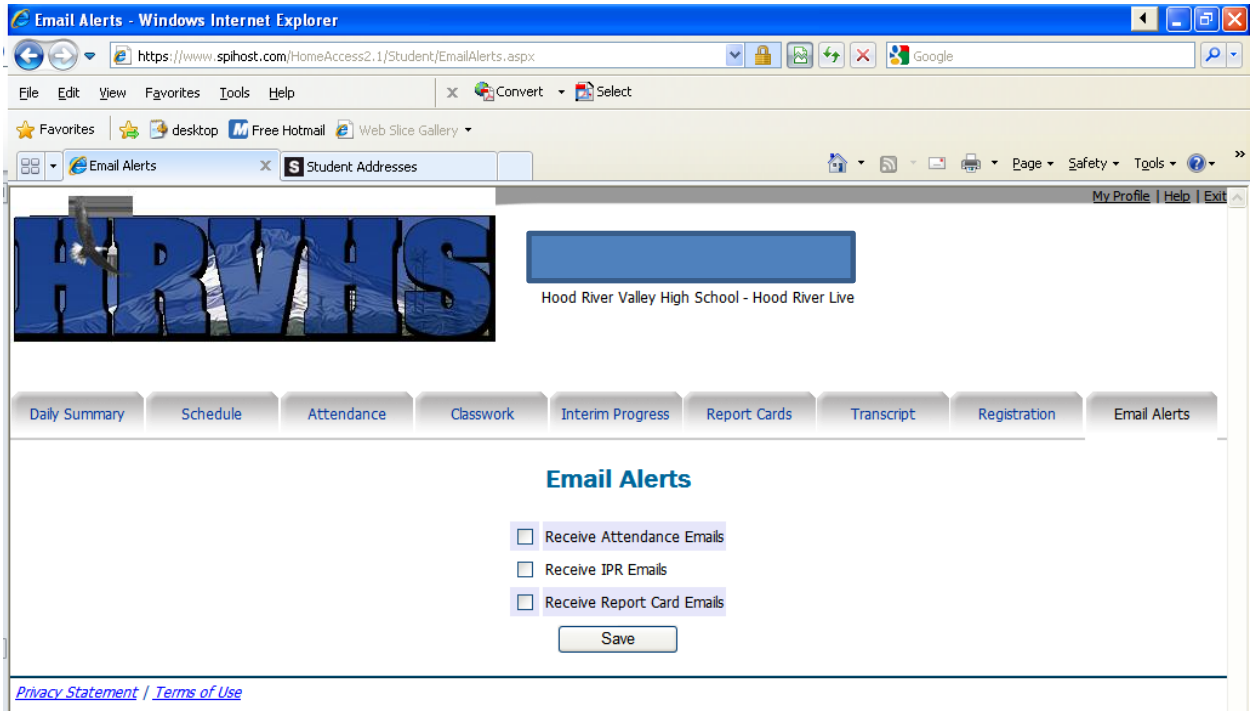


Figure 14

Field	Description
Receive Attendance Emails	Check this box if you want to receive alerts regarding your child's attendance.
Receive IPR (Danger of Failure) Emails	Check this box is you want to receive alerts for the Danger of Failure Notice report for your child.
Receive Report Card Emails	Check this box is you want to receive alerts for the report card for your child.

Logging Out of the System

When you are finished viewing and/or printing your child's information, please log off the HAC System. To log off the system you must click Exit in the top right hand corner (Figure 15). Click OK when the next dialog box asks you if you are sure you wish to exit the Home Access Center.

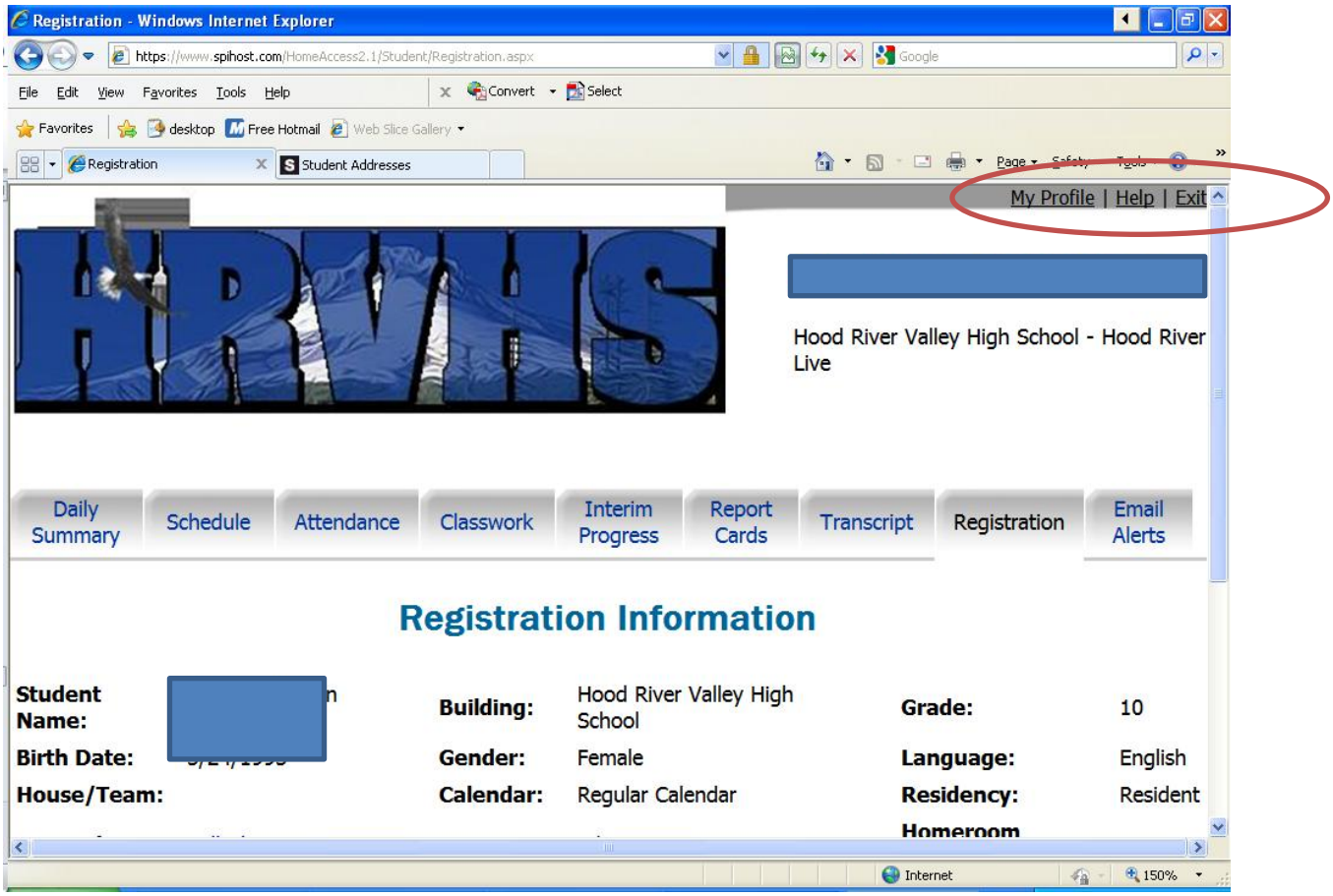


Figure 15

Frequently Asked Questions

How do I get a username and password to the Home Access Center?
The user name/password for the student is:

User Name: This is the student's computer login. Typical format is firstname.lastname
Password: six digit student ID plus birth date MMDDYYYY (12345609051990)

Example: Student Name is John Smith, school id=1296 and date of birth is 5/6/1996
User Name: John.Smith
Password: 00129605061996

What is the address for the Home Access Center?
Please go to the Hood River Valley High School Home Page at hrvhs.com and click on the HOME ACCESS CENTER link.

Where can I access the Home Access Center?
You may access the HAC on any computer that has an Internet connection.

Do I have to have a high-speed internet connection to use the Home Access Center?
No, a Dial-Up connection will work but the pages will load slower. Please be patient and the information will be displayed.

How do I contact the teacher if I have questions regarding grades or comments?
Simply click on the teacher's name and if the email program installed on your computer supports it, type the message to the teacher, otherwise contact the teacher via the school office. Teacher email addresses follow the format firstname.lastname@hoodriver.k12.or.us

What if I access my email on the web and not through Outlook or Outlook Express, can I still email my child's teacher?
If you access your email through AOL Web Access or your Yahoo! Mail account online then you will not be able to send an email automatically by clicking on the teacher's name. You will need to copy the teacher's email address and add it to your address book and send messages through your online account and not through the Home Access Center.

The average on the Classwork page does not accurately reflect the information posted. Why does my child have an average of 80% when she received 100% in both of the assignments posted?
The teacher has the option of not posting all assignments to the Home Access Center but the average displayed is for ALL the assignments given.

What if the demographic information regarding my child is incorrect or not available?
If you child's information is not correct or is not entered, please visit your child's school with proper identification and the school secretary will update the information to reflect your changes.

What if the Home Access Center states, "No attendance data has been entered", does this mean my child was not at school?
Attendance data is only entered if a child is absent, tardy or other not in school/class. If no attendance data has been entered then your child WAS in school/class.

What if the Home Access Center states, "No Classwork due this week?"
This does not mean that your child does not have homework! This only means that the teacher has not published the assignments to the Home Access Center.

Why did the Home Access Center "kick" me out?
You are automatically logged out of the Home Access Center after 20 minutes of inactivity. After you are taken back to the logon screen, please log back in and continue reviewing your child's information.

Is my child's information safe and who has access to it?
Yes, your child's information is safe and only those individuals that have a username and password to the Home Access Center can view your child's information.

What do I do if I cannot remember my username and password?
Please contact the school secretary and they will assist you in the proper procedures.

Why can't I see the additional information when I click on the links? For example, when I click on the notes link nothing happens.
Please make sure that if you are using pop-up blocking software or utilities such as Google or Yahoo! Toolbar, they allow pop-ups within the Home Access Center.

Glossary

Browser-based	A browser-based software application is an application that uses a web browser. Browser-based applications can be used without having to install additional software (besides the web browser) onto your computer.
Checkbox	A checkbox is a small, square box, which, when clicked, contains a checkmark. A checkbox is used to mark an option or set a flag. Typically, a checkmark is equivalent to "yes," while a blank checkbox is equivalent to "no." For example, the A checkbox on the Class and Daily Attendance pages is used to mark a student absent.
CTRL + click	To CTRL + click is to hold down the Control (CTRL) button while clicking your left mouse button. Note: This is assuming that you are using the standard right-handed mouse.
Column	A column is a vertical slot in a table. For example, the Student ID column is a column in the table on the Attendance Bulletin page.
Cookie	A cookie is a small piece of data (about 1 kilobyte) saved to your local hard drive by a web page. Cookies are used to remember various types of information, including preferences set for a web page. The Teacher Access Center uses cookies to store your default teacher list, photo attendance arrangement, and attendance calendar colors.
Database	A database is a collection of tables stored together as a unit. For example, all of the information viewed and entered through the Teacher Workstation System is stored in tables in a single database.
Default	A default is a value or property supplied by the system.
Double-click	To double-click is to click the same icon or row of a table twice in rapid succession.
Drop-down box	A drop-down box is a text box with a down arrow next to it. If the down arrow is clicked, a list of valid values that can be entered into the text box will display.
Field	Synonymous with column, a field is a slot in a table. A field can also be defined as a text box used for storing data.
Internet	The Internet is a worldwide network of computers used to exchange information.

Password	A password is a special string of characters used to determine if a user attempting to access a network is really that particular user. Since the user names of network users are generally known throughout a particular network, passwords are used to ensure that a person trying to access a network with a user name is that user.
Pop-up window	A pop-up window is a smaller, secondary browser window, which displays when you click a certain button. For instance, when you click on the Notice banner button, the View Notice page displays in a pop-up window.
Radio button set	A radio button is a set of two or more radio buttons, which are used in data entry procedures to select an option or set a flag. In a set of radio buttons, only one button is the set can be selected.
Record	Synonymous with row, a record is one horizontal line of information in a table.
Right-click	To right-click is to click with the right button of your mouse. Note: This help system assumes that you are using the standard right-hand mouse.
Row	Synonymous with record, a row is one horizontal line of information in a table.
Server	A server is a computer or computer program that provides services to other computers or computer programs. For example, a program that controls the printers within a network is a server.

SHIFT + Click	To SHIFT + Click is to hold down the Shift key while clicking your left mouse button. Note: This is assuming that you are using the standard right-hand mouse.
Table	A table is a collection of related records stored together as a unit.
User name	A user name is a name given to each person who uses a network. Your user name is used to distinguish you from other users of your network. Each user name has specific levels of security, which specify what parts of your network you are able to access.
Web browser	A web browser is a software application used to view web documents on the Internet or on your intranet. Microsoft Internet Explorer and Netscape Navigator are examples of web browsers. The Teacher Access Center only runs on Microsoft Internet Explorer 5.0 and higher for Windows, and Microsoft Internet Explorer 5.0 and higher for Macintosh.